

NAVAL **ADMINISTRATION**



NAVAL **ADMINISTRATION**

- **6.1 Correspondence**
- **6.2 Directives**
- **6.3 Messages**
- **6.4 Fitness Reports/Evaluations**
- **6.5 Classified Information**
- **6.6 Service Records**
- **6.7 Order Process**
- **6.8 Selection and Promotion**
- **6.9 Enlisted Advancement System**
- **6.10 Admin Review**
- **6.11 Test and Review**

TERMINAL OBJECTIVE

Upon completion of this unit of instruction, the student will perform the duties of a naval officer by using the Department of the Navy Correspondence Manual

ENABLING OBJECTIVES

- **6.1 Identify the correct reference for preparing Naval Correspondence.**
- **6.2 Identify the rules governing signature authority.**
- **6.3 Identify the type of naval correspondence used in a given situation.**
- **6.4 Identify the format and purpose of the standard naval letter, standard naval personal letter, and memorandum.**
- **6.5 Identify the format, purpose, and general rules pertaining to endorsements.**

Question and Answer Policy

NAVAL CORRESPONDENCE

SRCNAVINST 5216.5D
29 AUGUST 1996

Department of the Navy



**CORRESPONDENCE
MANUAL**

LESSON TOPIC 6.1

REFERENCE

- **DON Correspondence Manual**
- **Contains all procedures for writing, routing and filing correspondence.**
- **Numerous examples and formats.**
- **Exhibits in student guide are from this manual.**

GENERAL **GUIDELINES FOR** **COMMUNICATION**

- **PERSONAL CONTACT...FACE TO FACE OR PHONE**
- **RESPONDING TO INCOMING**
 - **Routine - 10 working days**
 - **Congressional - 5 working days**

GENERAL **GUIDELINES FOR** **COMMUNICATION**

- **TRACER:** TRACER, 5 Jun 03
- **CHAIN OF COMMAND...**
WHO HAS TO SEE IT

SIGNATURE **AUTHORITY**

- **FOR STANDARD NAVAL LETTERS IT MEANS “BY DIRECTION”**
- **SIGNATURE AUTHORITY IS GIVEN BY THE CO TO TITLES VICE NAMES IN WRITING.**

SIGNATURE **AUTHORITY**

- **SOME CORRESPONDENCE MAY NOT BE DELEGATED AND MUST BE PERSONALLY SIGNED BY THE CO:**
 - **1) Establish policy**
 - **2) Changes to command mission**
 - **3) Certain military justice aspects**
 - **4) Required by law or regulation**

STANDARD NAVAL LETTER

- **ON COMMAND LETTERHEAD**
- **EXPRESSES THE WILL OF
THE COMMAND**
- **SIGNED BY THE CO/OIC/COM
OR “BY DIRECTION”**

- From
- To
- Via
- Subj
- Ref
- Encl
- Text
- Signature



DEPARTMENT OF THE NAVY
ADDRESS
CITY, STATE ZIP +4

SSIC
Code/Serial
Date

1
2
3
4

1

1
2

1
1
2
1
2
1
2
1
2
1
2
1
2
3
4

1
2

1
2

%
From:**Title of activity head, name of activity, location when needed
To:**** Title of activity head, name of activity, location when needed (Code)
Via:*** (1)*Title of activity head, name of activity, location when needed (Code)
***** (2)*Pattern of (1) repeated for next endorser
%
Subj:** NORMAL WORD ORDER WITH ALL LETTERS CAPITALIZED
%
Ref:*** (a)*Communication or document that bears directly on the subject at hand
%
Encl:** (1)*Title of material enclosed with letter (2 copies)
%
1.**This example shows the standard letter. We have used many of the elements that might appear on a standard letter. Mention reference (a) and enclosure (1) in the text.
%
2. **Start the "From" line on the second line below the date line. The date may be typed or stamped.
%
3.**Arrange paragraphs as shown.
%
****a.**Don't start a paragraph at the bottom of the page unless you can carry at least two lines over to the next page.
%
****b.**Don't number the first page; number only second and later pages.
%
4.**"Copy to:" addressees appear on all copies. "Blind copy to:" addressees as well as the identity of the writer or typist appear on internal copies only.
%
5.**A standard letter has no complimentary close.

NAME OF SIGNER
By direction

Copy to:
SNDL number and/or short title of information addressee

FORMAT ACROSTIC

- From: From
- To: These
- Via: Very
- Subj: Same
- Ref: Regulations
- Encl: Everyone
- Text: Trains
- Signature block: Sailors

MULTIPLE ADDRESS LETTER

- **PURPOSE: FOR CORRESPONDENCE GOING TO MORE THAN ONE COMMAND**
- **FORMAT: SAME AS OFFICIAL LETTER, EXCEPT REQUIRES TWO OR MORE “TO” ADDRESSEES**

- For correspondence going to multiple commands



DEPARTMENT OF THE NAVY
COMMANDER
UNITED STATES PACIFIC FLEET
PEARL HARBOR, HI 96860-7000

5216
Ser N43/2735
8 Jul 03

From: Commander, U.S. Pacific Fleet

Subj: USING A "DISTRIBUTION:" BLOCK ONLY

1. Omit the "To:" line and add a "Distribution:" block if you have more than four action addressees or if you vary the number of copies to any of the addressees. Addressees shown in a "Distribution:" block are action addressees.

2. You may list addressees in the "Distribution:" block by:

- a. SNDL short titles.
- b. Collective titles, or both

3. Usually list "Distribution:" and "Copy to:" addressees in single columns. Addressees may be listed in paragraphs or columns to keep a letter from going to another page.

By direction M. STEWART

Distribution:
SNDL 42J2 (COMCARAIRWING PAC (4 copies))
42K2 (ATKRON PAC)
42L2 (FITRON PAC)
USS ENTERPRISE (CVN 65)

Copy to:
COMNAVSEASYS COM (SEA-06)

JOINT LETTER

- **PURPOSE: PREPARED JOINTLY BY TWO OR MORE COMMANDS**
- **FORMAT: SAME AS OFFICIAL LETTER, EXCEPT FOR TWO OR MORE “FROM” ADDRESSEES (INCLUDING MULTIPLE SIGNATURES)**
- **I.E.: COMMANDER, U.S. PACIFIC & ATLANTIC FLT INSTRUCTIONS**

- From:
More than
one activity

- Signed by
both
CO's/OIC's/C
OM's



DEPARTMENT OF THE NAVY
COMMANDER
UNITED STATES PACIFIC FLEET
UNITED STATES ATLANTIC FLEET

CLF
5216
Ser N43/2735
8 Jul 03

CPF
5216
Ser N43/2230
17 Jul 03

JOINT LETTER

From: Commander, U.S. Pacific Fleet
Commander, U.S. Atlantic Fleet
To: Chief of Naval Operations

Subj: HOW TO PREPARE A JOINT LETTER

1. Use. A "joint letter" may be used to establish an agreement between two or more activities or for other matters of mutual concern. To prepare a "Joint memorandum" substitute those two words above the "From:" line.

2. Letterhead. On plain bond, list the command titles in the letterhead so the senior is at the top. If the activities are in different cities or states, follow each title with its address.

3. Signatures. Arrange "signature" blocks so the senior official is at the right. Place the "signature:"

4. Copies. If your activity is the last to sign, send copies of the signed letter to all cosigners.

M. STEWART
Acting

M. L. JONES
Deputy

ENDORSEMENT

- **AN APPROPRIATE RECOMMENDATION TRANSMITTED VIA THE CHAIN OF COMMAND**
 - **ALL CORRESPONDENCE WITH “VIA” ADDRESSEES WILL HAVE ENDORSEMENTS ATTACHED. THEY BECOME PART OF THE BASIC LETTER TO WHICH ATTACHED.**

ENDORSEMENT

- FORMAT: SAME AS STANDARD LETTER EXCEPT AN ENDORSEMENT LINE IS ADDED.**
- COPIES OF ALL ENDORSEMENTS ARE SENT BACK TO THE ORIGINATOR FOR TRACKING/INFORMATION.**

- Same page
Endorsement



DEPARTMENT OF THE NAVY
NAVAL AIR STATION
CECIL FIELD, FL 32215-5000

5216
Ser N11/2735
8 Jul 03

From: Commanding Officer, Naval Air Station, Cecil Field
To: Commander, U.S. Atlantic Fleet
Via: Commander, Naval Air Force, U.S. Atlantic Fleet

Subj: HOW TO PREPARE ENDORSEMENTS

Encl: (1) Example of New-Page Endorsement

1. An endorsement may be added to the bottom of a basic letter, like this one, or to a previous endorsement
if: (a) All of the endorsement will fit on the page, and (b) it is sure to be signed without revision.

M. STEWART
By direction

Ser 019/870

17 Jul 03

FIRST ENDORSEMENT

From: Commander, Naval Air Force, U.S. Atlantic Fleet
To: Commander, U.S. Atlantic Fleet

1. A same-page endorsement may omit the SSIC, subject, and the basic letter's identification if the entire page will be photocopied. But these elements are required on all new page endorsements, such as the on the next page.

I. M. SAILOR

Copy to:
NAS Cecil Field (Code 11)

- Original
letter

- Endorsement

• **STANDARD ENDORSEMENT**

• New Page Endorsement

• Identifies basic letter

• Ref/Encl labels continue from basic letter

• Page number is consecutive



DEPARTMENT OF THE NAVY
COMMANDER NAVAL AIR FORCE
UNITED STATES ATLANTIC FLEET
NORFOLK, VA 23511-5188

5216
Ser N019/870
17 Jul 03

Jul 03

FIRST ENDORSEMENT on NAS Cecil Field ltr 5216 Ser N11/2735 of 8

From: Commander, Naval Air Force, U.S. Atlantic Fleet
To: Commander, U.S. Atlantic Fleet

Subj: HOW TO PREPARE ENDORSEMENTS

Encl: (2) SECNAVINST 5216.5D

- not fit on the
revision.
previous
1. Start an endorsement on a new page if all of your endorsement will latest communication or your endorsement might not be signed without
 2. Number every page and continue the sequence of numbers from the communication, as explained in enclosure (2).
 3. Every "new page" endorsement must:
 - a. Repeat the basic letter's SSIC.
 - b. Identify the basic letter in the "endorsement number" line, and
 - c. Use the basic letter's subject as its own.

M. STEWART
By direction

Copy to:
NAS Cecil Field (Code 11)

BUSINESS LETTER

- **PURPOSE: FOR CORRESPONDENCE OUTSIDE THE DEPARTMENT OF DEFENSE**
- ***FOR THOSE WHO MAY NOT BE FAMILIAR WITH THE STANDARD LETTER FORMAT***

- Expanded addressing

- Salutation

- No paragraph numbering

- Indent paragraph

- References and enclosures clearly stated in the text and listed at the bottom

- Signature area expanded to include rank/title



DEPARTMENT OF THE NAVY
COMMANDER NAVAL AIR FORCE
UNITED STATES ATLANTIC FLEET
NORFOLK, VA 23511-5188

5216
Ser N33/6311
July 17, 2003

Mr. A. B. Seay
Vice President, Accounting
Widgets Unlimited, Inc
1234 Any Street
Baltimore, MD 21085-1234

Dear Mr. Seay:

SUBJECT: PREPARATION OF THE BUSINESS LETTER

This example shows the first page of a business letter. A "subject" line is optional and may replace the salutation. Phrase the "subject" line in normal word order. Make it the point, and not longer than one line. Capitalize every letter in the subject line.

Refer to previous communications and enclosures in the body of the letter only, without calling them references or enclosures. Do not number main paragraphs, subparagraphs are numbered and lettered the same as a standard letter.

Prior to typing a business letter, try to estimate the length of the letter. Set your margins to obtain maximum balance. Never use less than a 1-inch margin.

Start a paragraph near the end of a page only if that page has room for two lines or more. Continue a paragraph on the following page only if two lines or more can be carried over. A signature page must have at least two lines of text.

Do not number the first page of a single page letter or multiple page letter. The first page is assumed to be page 1. Center page numbers ½ inch from the bottom edge, starting with the number 2. No punctuation accompanies a page number.

Be sure to mention any enclosed document in the body of your letter and list them as enclosure on the second line below the "signature" block.

Sincerely,

MEMORANDUM

- **SEVERAL TYPES:**
 - **PRINTED MEMORANDUM FORM**
utilizing Navy form paper:
Sizes: 8.5 X 11
8.5 X 5.5
Handwritten

MEMORANDUM

- LETTERHEAD MEMORANDUM:**
Most often utilized by the CO/OIC/COM to publish philosophy, procedures, etc. not deemed appropriate to be placed in an instruction.

MEMORANDUM

PLAIN PAPER MEMORANDUM:

**Informal written communication
usually within your activity.**

- Format for the MEMO

- Format is the same as the Standard Naval Letter

1
2
3
4
5
6

Jul 03

1

2 MEMORANDUM

1

2 From: Head, DON Record Management Branch (N161)

To: Head, Technical Library Branch (N21)

Via: Head, Office Services Division (N1)

Subj: PLAIN-PAPER MEMORANDUM

1. The plain-paper "from-to" memorandum may be used within your activity. It is no more formal than the memorandum form, but it is more flexible when there are multiple addressees, via addressees, or both.

2. The only identification symbol you need is the date, unless local practice calls for more. Start typing the plain-paper memorandum on white bond paper.

I. M. SAILOR

ELECTRONIC MAIL

- Formal E-mail: Use standard DON correspondence format. Type in your letterhead information and use “/s/” in place of the signature.

/s/

C. WILSON

By direction

- Follow your chain of command.
- Transmit only from your authorized E-mail address.
- Request acknowledgement of receipt and keep a copy for your activity files.

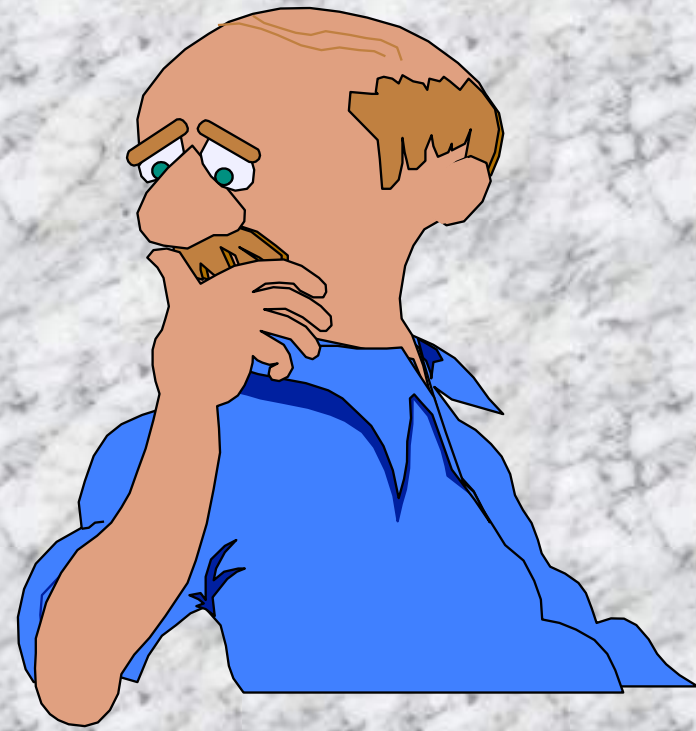
TYPES OF CORRESPONDENCE- **ELECTRONIC MAIL**

- **Informal E-mail:** There are no specific guidelines for informal correspondence; still: keep it brief, use good taste, and observe traditional customs and courtesies. You needn't use a complete signature block to identify the sender, but the sender must be fully identified. You may omit the signature block entirely if your computer automatically identifies the sender.

STANDARD PERSONAL LETTER

- **COMMUNICATES THE WILL OF THE INDIVIDUAL**
 - **LDO/CWO APPLICATION**
 - **RETIREMENT REQUEST**
 - **CHANGE OF DESIGNATOR REQUEST**

IN SUMMARY



REFERENCE

- ***SECNAVINST 5216.5 (SERIES)
CORRESPONDENCE MANUAL***

BY DIRECTION

- *The CO/OIC/COM shall designate responsible positions/individuals who shall be authorized to sign “By direction”*
- *Does not extend to policy or items which require their signature, such as deck logs.*

TYPES OF LETTERS

- ***Standard Naval Letter - Expresses will of the command***
- ***Naval Personal Letter - Expresses will of the individual***
- ***Endorsement - Makes a recommendation***
- ***Business Letter - To people outside of DOD***
- ***MEMO - normally internal communication that are less formal***

FORMAT

- ***From, To, Via, Subj, Ref, Encl, Text, Signature***
- ***FTVSRETS: From These Very Same Regulations Everyone Trains Sailors!***

**ANY
QUESTIONS**

